

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Department of Administrative Services.  
Facility Services (1406)

, UT

## Records Officer

82701	Boiler room operating log
82712	Maintenance work orders
82711	Operating manuals and drawings
82713	Requisition log

**AGENCY:** Salt Lake City (Utah). Department of Administrative Services. Facility Services

**SERIES:** 82701

3

**TITLE:** Boiler room operating log

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are logs used to monitor the 24-hour operation of the boiler room and maintenance of heating and air conditioning equipment for the Metropolitan Hall of Justice complex, Third District and Fifth Circuit Courts Buildings, jail, and city side of City/County Building. These logs include chemical treatment for heating boilers and air conditioning, security checks, various maintenance in all buildings, and various equipment turned on or off. The logs also list the occurrence of special events and contains the back-up test results from outside consultants on large boilers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Department of Administrative Services. Facility Services

**SERIES:** 82712

3

**TITLE:** Maintenance work orders

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are forms received from other city departments requesting some type of equipment repair or service in addition to regular maintenance work. These forms include name of person requesting, date, type of service or repairs needed, location, to whom the job is assigned, and work done or equipment provided.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Department of Administrative Services. Facility Services

**SERIES:** 82711

3

**TITLE:** Operating manuals and drawings

**DATES:** 1986-

**ARRANGEMENT:** alphabetical by category

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are the operational manuals for the Municipal Hall of Justice complex. They are used for general information on heating and air conditioning and for ordering new parts or equipment. These manuals include, drawings of elevator equipment, heating and air conditioning equipment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until changes occur or manuals replaced and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the division.

**AGENCY:** Salt Lake City (Utah). Department of Administrative Services. Facility Services

**SERIES:** 82713

3

**TITLE:** Requisition log

**DATES:** 1983-

**ARRANGEMENT:** Numerical by assigned number, thereunder chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are logs listing all purchases made for Facility Services and the Impound Lot. They are used for budget and audit purposes. These logs include date purchased, assigned number, vendor, person who authorized purchase, items ordered, person requesting purchase, computer entry date, and amount.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This retention is based on the administrative needs expressed by the division.